



MINUTES

Wednesday, June 8, 2005

8:30 a.m. – 10:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The June 8, 2005 meeting was called to order at 8:30 a.m. by Co-Chairs Micki Knudsen and Les Balty.

Les Balty presented Steve Hope with a certificate on his outstanding performance as previous co-chair.

Agenda Items

FY '07 Pay Plan Hearing Recommendations – Micki Knudsen, Mo-DOT*

The draft letter to be presented on behalf of SHRMC at the FY07 Pay Plan Hearing was discussed. It was suggested that a change be made to include a reference to turnover rates and other minor changes. The revised letter will be sent out in advance of the hearing. Micki Knudsen will submit the letter and testify on behalf of SHRMC. Gary Fogelbach related that, in discussing state salaries with the Government Review Commission, a comment was made that perhaps benefits should be factored into salary comparisons.

Jane Frew asked Gary how Missouri State employees' benefits compare to other states. Gary replied that, for the most part, other states have similar benefits. OA Division of Personnel will be looking at some benefit comparisons. It was agreed that this could be a topic of discussion at a future SHRMC meeting.

Continuity of Operations – Les Balty, DLIR*

Micki met with John Burgher from Ciber, Inc. regarding OA/SEMA's COOP-COG Project. Mr. Burger provided a list of questions that need to be answered.

SHRMC has agreed to form a working group to assist Ciber with the project. Les Balty will lead the effort and is looking for volunteers to be on a sub-committee. Steve Hope and Tom Fast volunteered. Micki stated that someone from MoDOT would also be on the sub-committee. This sub-committee will meet with SEMA.

Gary Fogelbach mentioned that OA Division of Personnel has put together a draft policy covering issues regarding leave and pay in the event of an emergency. The policy is similar to the provisions related to the Inclement Weather policy. Because it is still in draft form, it is not yet available for distribution.

SAM II Update – Vandee DeVore (for Jan Heckemeyer), Office of Administration

Starting on the July 15 paycheck stubs, the first five digits of the social security number and the first 4 digits of the bank account number will be replaced by asterisks. Each department needs to make sure employees' social security numbers are correct in SAM II.

Electronic payroll notification will take the place of payroll stuffers. This will be posted to the State web page. The departments have some different options on how to notify their employees:

1. A one time notification telling them of the website.
2. Post a link on their internal web page.
3. Include the link in their weekly/monthly newsletter.
4. E-mail the link every time there is a new payroll notification.
5. Print and post on the office bulletin board.

OA will be sending out a test run to employees by the end of the month.

Janice asked about the State Fair stuffer. Vandee replied that she has not heard anything from the State Fair. She was concerned that last year the State Fair wanted original coupons and not copied ones, but they will work with them on the coupon issue.

OA Update – Gary Fogelbach, Office of Administration

The Quarterly HR Directors Forum meeting is set for June 25 at 8:30 a.m. If you have something that you would like to be added to the agenda, please let them know by June 15.

As of the date of the meeting, the Governor still has not signed Senate Bill 367. **(However, it was subsequently signed.)**

A brief update was provided regarding the electronic application system. Thus far, approximately 4000 people have submitted applications under the new system. There have been 3900 applications completed for 8300 jobs. They are still working on some technical problems regarding e-mails. Some applicants may not be receiving the confirmation e-mails from OA because of the applicant's internet service provider has blocked the e-mail as spam. This is an ISP problem. Applicants should be getting an e-mail back on when they are schedule for a written exam (if applicable) or what their grade/score is. They may also not receive their confirmation e-mail if they applied from a public e-mail site and have not set up their e-mail address in the electronic application system correctly. Sixty percent of the Correction Officer positions are applying on-line. Some questions that applicants have are why their scores are lower and eligibility. But overall, the process is working very well.

Other Announcements

Annual Leave Sweep – Micki Knudsen, MoDOT

Micki thanked everyone for their responses to the e-mail she sent out on May 20. At the meeting next month, she will have a chart showing everyone's responses. MoDOT will likely start taking the next steps to request consideration of a change in date of the annual leave sweep.

SHRM Certification Preparation Course – Cheri Swales, DESE

Reminder – If interested, please sign up for the SHRM Certification Preparation Course through Williams Woods. The class starts on September 12. There are six in-state people and two out of state people that have signed up to take the class. This information is on the SHRMC website or contact Cheri Swales at DESE.

CO-CHAIR ELECTS – Micki Knudsen, MoDOT

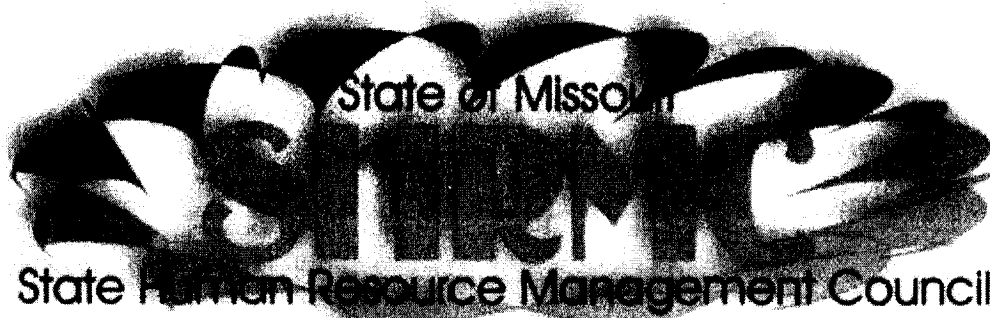
Micki asked for volunteers for the co-chair elects for next year. They are needed for the Executive Committee.

Next SHRMC Meeting: July 13, 2005, 8:30 a.m.

Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70

Meeting adjourned.

***THE HANDOUTS FOR THESE TOPICS ARE BELOW. THE FINAL VERSION OF THE LETTER TO THE PAB IS ALSO BELOW.**



June 1, 2005

Gary Fogelbach, Manager
Pay, Leave and Reporting Section
Office of Administration – Division of Personnel
Truman Office Building, Room 430
Jefferson City, MO 65102

DRAFT

Dear Mr. Fogelbach:

The State Human Resource Management Council supports the proposed pay plan recommendations for fiscal year 2007. The Council is an organization whose mission is to provide a forum to human resource managers for coordinating, reviewing, and recommending effective statewide personnel management systems and practices.

The Council supports at least a minimum increase to the general structure adjustment of 2.6 percent and it also supports the market progression within-grade advancements. These should be reinstituted as soon as fiscally practical. The budget situation of the last several years has seriously impacted the pay of state employees. The Council feels the general structure adjustments and within-grade increases, given to employees before the most recent budget crisis, were having a positive impact on employees' salaries and morale.

The Council also recognizes the need to propose repositioning of selected job classes based on survey data that shows wide pay disparities between state employees compared to employees in other organizations.

The State needs to be competitive in pay and benefits to be able to attract and retain good employees. The fact that the U. S. Census Bureau has identified the state of Missouri as having the lowest paid state employees in the nation is proof that employees' salaries have not been given adequate attention in recent years.

The State needs to provide meaningful salary increases to regain some of the competitive status we have lost. State of Missouri employees deserve to have salaries that are well above being the lowest in the nation.

Thank you for the opportunity to provide these comments.

Sincerely,

Micki Knudsen
Co-Chair

Les Balty
Co-Chair

rs/vm
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June 14, 2005

Alma McKinney
Director
Office of Administration – Division of Personnel
Truman Office Building, Room 430
Jefferson City, MO 65102

Dear Ms. McKinney:

The State Human Resource Management Council supports the proposed pay plan recommendations for fiscal year 2007. The Council is an organization whose mission is to provide a forum to human resource managers for coordinating, reviewing, and recommending effective statewide personnel management systems and practices.

The Council supports at least a minimum increase to the general structure adjustment of 3.2 percent and it also supports the market progression within-grade advancements. These should be reinstituted as soon as fiscally practical. The budget situation of the last several years has seriously impacted the pay of state employees. The Council feels the general structure adjustments and within-grade increases, given to employees before the most recent budget crisis, were having a positive impact on employees' salaries and morale.

The Council also recognizes the need to propose repositioning of selected job classes based on survey data and turnover rates that show wide pay disparities between state employees compared to employees in other organizations.

The State needs to be competitive in pay and benefits to be able to attract and retain good employees. The fact that the U. S. Census Bureau has identified the state of Missouri as having the lowest paid state employees in the nation is proof that employees' salaries have not been given adequate attention in recent years.

The State needs to provide meaningful salary increases to regain some of the competitive status we have lost. State of Missouri employees deserve to have salaries that are well above being the lowest in the nation.

Thank you for the opportunity to provide these comments.

Sincerely,


Micki Knudsen
Co-Chair


Les Balty
Co-Chair

rs/vm
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"John D. Burgher"
<JBurgher@ciber.com>

05/26/2005 11:08 AM

To <vicki.mcelwaine@modot.mo.gov>

cc

bcc

Subject Questions About Human Capital

History:

✉ This message has been forwarded.

The following are questions for Ms. Knudsen regarding Human Capital issues for OA/SEMA's COOP-COG Project:

1. Do policies for Human Capital exist to govern state agencies during an emergency?
2. Do plans and procedures exist to guide state employees during an emergency?
3. Is there an "Employee Skills Matrix" to help identify the various specific skills necessary during an emergency?
4. Do job descriptions identify "Non-Mission Essential", "Mission Essential" and "Mission Critical" personnel for the various state agencies?
5. Do provisions for "Extra Duty", "Standby Duty", "Compressed Work Schedules", "Bi-Weekly and/or Annual Premium Pay Limitations" exist for the various agencies?
6. When employees are sent home or instructed not to come to work because of an emergency, how do they account (i.e., Leave with Pay, Leave without Pay, etc.) for their time?
7. If employees are not being paid, have their medical benefits, etc. just stopped? Are they eligible for unemployment compensation?
8. Does a program (i.e., defusing/debriefing, crisis counseling) exist to help employees cope with the stress of an emergency?
9. Who is our Point of Contact at the various agencies for these type questions?
10. Who are the members of the HR Working Group and when may we get together?

Please understand that I do not expect answers to these questions today. My purpose is only to open a line of communication and initiate conversation about these issues.

John D. Burgher
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Ciber State & Local Government Solutions
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